

This Notice Expires 30 April 1956

PERSONNEL
25 April 1955

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THE CAREER STAFF
OF THE
CENTRAL INTELLIGENCE AGENCY

Procedure for Handling Notification of
Membership in the Career Staff

1. GENERAL

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Regulation No. [REDACTED] provides that all persons who are selected for membership in the Career Staff will be notified of this action. While security considerations preclude the presentation of evidence of membership in the form of a commission or certificate, it is the desire of the CIA Career Council that the actual notification to each individual employee be in a manner commensurate with the importance of the event.

2. PERSONS WITHIN THE CONTINENTAL UNITED STATES

- a. Persons within the continental United States will be notified by classified memoranda personally addressed to them by the Chairman of the CIA Selection Board. The memoranda will contain provision for acknowledgement of the notification. These memoranda will be forwarded through command channels for presentation to the member concerned. It is the intent of the CIA Career Council that these notifications be presented formally by a supervisory officer at the highest practical echelon in the command channel. Group presentation is desirable where appropriate.
- b. The memorandum of notification will be acknowledged by the person concerned and will be returned through channels to the Executive Director of the CIA Selection Board within 30 days of the date of the memorandum. When delivery to the person concerned is impossible within this time because of his unavailability, the memorandum will be returned unacknowledged with the reason for nondelivery noted.

3. PERSONS AT OVERSEAS STATIONS

- a. Lists of persons at overseas stations will be prepared, in pseudonym when appropriate, by the DD/P Area Division concerned or by the proper headquarters element having communication with the overseas stations, and forwarded by dispatch. These persons will be notified orally of their selection for membership in the Career Staff by the Chief of Station or other responsible official in the chain of command.

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- b. The memorandum of notification referred to in paragraph 2 will not be sent overseas for reasons of security. Those memoranda which have been prepared for personnel who are overseas will be returned promptly by the DD/P Area Division concerned or other appropriate headquarters element, to the Executive Director of the CIA Selection Board and will be kept on file in the Central Processing Branch, Office of Personnel. When the overseas returnee, who has already been notified orally, completes his "in-processing," he will have an opportunity to formally acknowledge receipt of the notification. The acknowledged memorandum of notification will then be returned to the Executive Director of the CIA Selection Board.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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THE CAREER STAFF
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PROCESSING OF APPLICATIONS FOR THE CAREER STAFF

1. The purpose of this notice is to advise those employees who have applied for membership in the Career Staff of the present status of their applications, and to outline some of the procedure involved in processing them.

2. The Career Staff of the Central Intelligence Agency was established by Regulation [REDACTED] effective 1 July 1954. On that date all employees who had completed the required 3-year provisional period became eligible for consideration for membership. In September, notices of eligibility and applications for membership were forwarded by the Director of Personnel to those eligible for consideration. Subsequent transmittals are being made on a monthly basis as persons become eligible. Approximately two-thirds of these applications have been returned to the Executive Director of the CIA Selection Board by the Career Service responsible for the individual concerned. They are now being processed by the Secretariat of the Board, by the Panel of Examiners, and by the CIA Selection Board. While it is impossible to estimate accurately, it may be assumed that the remaining one-third are still being processed by the applicants' Career Services.

3. Because of the large number of employees who became eligible for consideration on 1 July 1954, the date of the establishment of the Career Staff, the complete processing of this initial group of applications will inevitably require a number of months regardless of the fact that every effort is being made to expedite action on the applications of those persons who meet the criteria of suitability for membership in the Career Staff. The three principle criteria are job performance, personal conduct, and intent to make a career of CIA. It is important to recall that there is no "blanketing-in" process. Each case is carefully and individually analyzed, and all are equally subject to the "abbreviated review" called for in Regulation [REDACTED].

4. It is expected that all of those who became eligible for consideration on 1 July 1954 can be notified of action by the CIA Selection Board during the calendar year 1955. All applicants are assured that this delay is solely the result of the work load, and is in no sense a reflection upon their suitability for admission to the Career Staff. Applicants are further assured that any delay in processing will not affect the date of their admission to membership which normally is effective on the third anniversary of their employment with the Agency.

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5. The CIA Selection Board is acting on applications as rapidly as they can be processed and submitted to it. Notifications of acceptance are now being processed for transmittal through command channels.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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